Offered a settlement?

Know what you receive and what you give up.

1 Do not rush to sign

Ask for the full agreement and time to consider it. Acas generally recommends at least ten calendar days to consider formal written terms and obtain independent advice, unless the parties agree otherwise. Keep negotiations and the final document distinct.

2 Check the whole deal

Separate notice, wages, holiday, redundancy and compensation. Review the claims being waived, tax wording, reference, confidentiality, restrictions, payment date and any repayment clauses. An attractive headline sum may hide conditions. Employer funding for advice depends on the agreement; it is not an automatic fixed statutory entitlement.

3 Use a qualifying adviser

A statutory settlement agreement must satisfy the applicable legal conditions, including advice from a relevant independent adviser on its terms and effect. Check competence, independence and qualifying insurance. A Centre checklist or unsigned authorisation template is not a signed adviser certificate.

Remember
An Acas COT3 is a different settlement route. No guarantee is made that the Centre can currently provide statutory sign-off; confirm actual adviser and insurance readiness.

Protect your deadline. Internal procedures and Centre enquiries do not pause tribunal time limits. Rules depend on the event date and claim. Check current Acas guidance promptly; some urgent claims have much shorter limits.

Acas: settlement agreements

Acas: negotiating an offer

Acas: current tribunal time limits